

## **Greenbelt Community Center Facility Usage Policies**

1. All alcoholic beverages are prohibited.
2. Unamplified acoustic instruments, iPods, MP3 players, laptop music or a small shelf-sized stereo system is permitted provided it does not disrupt the other activities occurring in the Community Center. Music must be family-oriented.
3. The use of confetti and/or glitter is prohibited. Decorations may not be hung or taped to walls or the ceiling; this includes streamers and piñatas.
4. The use of open flame is only permitted for cake candles and chafing dish sternos with prior permission.
5. Animals are not permitted in the facility with the exception of service animals when accompanying an individual with a disability.
6. Storage space is not available at the Community Center.
7. The Community Center will process a reservation(s) and provide communication to only one contact associated with the reservation(s).
8. Applicants renting a room at the Community Center may use the space they have rented only. Participants and/or spectators should not be in other non-public areas of the building.
9. Applicants are responsible for the actions of their attendees. Violation of Facility Usage Policies by attendees can lead to applicant's rental privileges being revoked and possible damage charges.
10. Applicants whose activities vary from those stated on the rental application or violate the Facility Usage Policies will be asked to leave the rental space and the Community Center premises and will not be refunded any rental fees paid. Rental privileges may also be revoked and damage charges may apply.
11. Applicants/organizations will be financially liable for any damages to the Community Center building, grounds, equipment or artwork arising from the event for which the reservation is made.
12. Applicants/organizations will indemnify and hold harmless the City of Greenbelt from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.
13. Renting a room at the Community Center for private instructional programs is prohibited. The public is invited to approach the Recreation Department regarding educational programs they would like to see offered at the Community Center or other Recreation facilities.
14. Applicants renting a room for a single date must pay the whole amount due before the rental will be processed. Applicants must also provide a valid credit card number which will be charged up to \$500 if facility rules and policies are violated or if damage to the facility or its contents occurs.
15. The rental fee includes the use of tables and chairs only. Time for set-up and clean-up must be included in the rental time. Rooms must be left in the condition they were originally found. Applicants who run over the rented time will be charged for the extended time.
16. The Community Center reserves the right to revoke any contract or deny any future applications from applicants who are consistently late making payments or who continually cancel reservations.
17. If the applicant cancels a reservation within 72 hours of the reserved date a credit/refund will be issued. Applicants who give less than 72 hours notice will forfeit all fees.
18. The Community Center retains the right to cancel any approved reservation if the room reserved is needed for an official City or Recreation Department program or event.
19. City of Greenbelt Contribution Groups, Recognition Groups, Civic Groups and Greenbelt Home Owners' Associations are eligible for free rental spaces. Normal rental fees apply to fundraising events sponsored by these organizations.